



Grizzly Ranch Community Services District
Minutes
Regular Meeting
December 16, 2025 09:00 AM
The Outpost, 300 Club House Dr, Portola, CA 96122
<http://www.grizzlyranchcsd.com>

1. Call to Order

The meeting was called to order at 9:06 am by President Kathryn Roberts.

A. Roll Call

Present: President Kathryn Roberts, Vice President Stephen Tange, Director Mark Roberts, Director Peter Christoffersen

Staff Present: General Manager Larry Smith, Board Clerk Kristen Frasure

2. Certificate of Appointment for Board Members

Board members took an oath of office and received their Certificates of Appointment.

3. Public Comments

Public comments were made.

4. Consent Agenda



A. September 16, 2025 Minutes Approval

B. Financial reports current period September-October-November 2025 approval

September 16, 2025 Minutes were approved.

GM Smith presented P&L vs. Actual for September 2025 period. The reflected payment discrepancy with the county catch-up check was acknowledged. The financial reports were approved.

Director Peter Christoffersen motioned to approve. Vice President Stephen Tange seconded the motion.

The motion passed with the following vote:

4 In Favor ___ Opposed

___ Abstained ___ Absent ___ Recused

5. Treasury Report for Current Period September-October-November 2025



Treasurer Bill Desjardin discussed investments in Live Oak CDs and Money Market accounts. Last T-Bill

investment matured in November. Non-routine spending items were addressed as well as forecasted interest rates for early 2026. Bill Desjardin announced his official resignation as Treasurer for the GRCSD, and Director Mark Roberts will assume the position as of December, 2025.

6. **162 Arrowleaf Water Flow**



A homeowner previously received the CSD “will serve” letter from the District, but stated that the CSD has failed to supply adequate flow rate for the mandated fire sprinkler system. It was requested that the GM consult with legal counsel to determine if CSD has an obligation to cover the expense of installing pipe to provide higher flow rate to the house. In addition, the homeowner was asked to provide documentation from an engineer that shows that the larger diameter pipe would provide the flow rate needed for the fire sprinkler system. The installation of larger pipe was estimated at \$30,000, but could be less if the homeowner/builder does some of the work. Alternative methods for increasing flow rate was the installation of a 350 gallon expansion tank. The board is awaiting the requested documentation from the engineer and advice from the CSD's legal counsel. No decisions were made regarding funding the proposed pipe project.

7. **CSD Contingency water for Golf**



The California Water Board has proposed cutting the annual water allotment for Grizzly Ranch Golf by 50% in the future. GR Golf has requested GRCSD to help supply water if this takes place. GM Smith consulted with DOWL Engineering regarding how much to charge GR Golf for supplying untreated well water for their use in irrigation. In order to determine rates, DOWL proposed conducting a rate study that would cost \$21,000. GM Smith will clarify with DOWL if the rate study could focus on the water to be used by Golf, without reanalyzing the entire rate study that was issued in 2023.

8. **Fidelity 401K Implementation**

As of 1/1/2026, State Law requires all employers to provide retirement benefits to employees. The GRCSD is now working with Fidelity Investments to provide 401k plans. The standard plan has an employer match of 100%, maxing at 3% of an employee's salary. Initial costs to the GRCSD include a \$500 start up fee, as well as \$300 per quarter.

9. **Admin Report Out**



Office Admin discussed Form 700 and the Biennial Ethics Training. All board members are to complete both in January, 2026. The GRCSD website platform, Streamline, recently addressed the accessibility requirements on the website. Streamline suggested their monthly subscription which will allow for all current and future PDF's to be made accessible. The subscription also includes a 24/7 live visual interpreter and provides translation into 150+ languages.

10. **GM Report**

No changes made to personnel. 4 non-season employees and 1 seasonal.

WRF Report- GM Smith discussed the new free board for Lake 18 at Grizzly Ranch Golf.

Leaks were fixed at the Conservancy Backflow in addition to 3 other properties. Leak Forgiveness was extended.

GM Smith discussed readings for Wells 1, 3, & 9, all reflecting losses.

WWFR- STEP tank inspection is pending from the Plumas County Environmental Health Department. OlderSTEP tanks have been inspected as well. WRF ECM Stationary Generator diagnostics were ran.

Asphalt damage at 470 Blacktail Ridge has been repaired.

Monthly, quarterly, and annual reports have been completed.

11. FY Ending 2024 Audit Results



The GRCSD recently completed the audit for 2024. An increase in auditing fees is expected for 2025.

12. SDRMA Acknowledgement Award

GM Smith presented an acknowledgement award from the Special District Risk Management as no incidences or claims within the workplace have been reported.

13. Next Meeting Date



14. Adjournment

The meeting was adjourned at 11:36 AM.